

Contractor Instructions for Electronic Access to Design Drawings and Plans

In order to access ProjectWise for electronic plans and design drawings, the contractor is required to have a ProjectWise User Account.

Accessing ProjectWise

1. To request a user account be created the requestor must fill out the below form. A link to the request form can be found on ShopMDOT's bidsystem or by clicking [HERE](#).

The screenshot shows the MDOT (Mississippi Department of Transportation) website header with the MDOT logo. Below the header, a breadcrumb trail reads "MDOT Home > ProjectWise > projectwise". The main content area displays the "ProjectWise External User Account Request Form".

ProjectWise External User Account Request Form

Instructions and workflow for completing this form:

1. Complete the information below to start the process of obtaining access to ProjectWise. (All boxes marked with a red asterisk* are required fields).
2. Submitted forms will go to your MDOT manager for approval.
3. A confirmation email containing your user name and Password will be sent to you and your MDOT Manager.

The form contains the following fields:

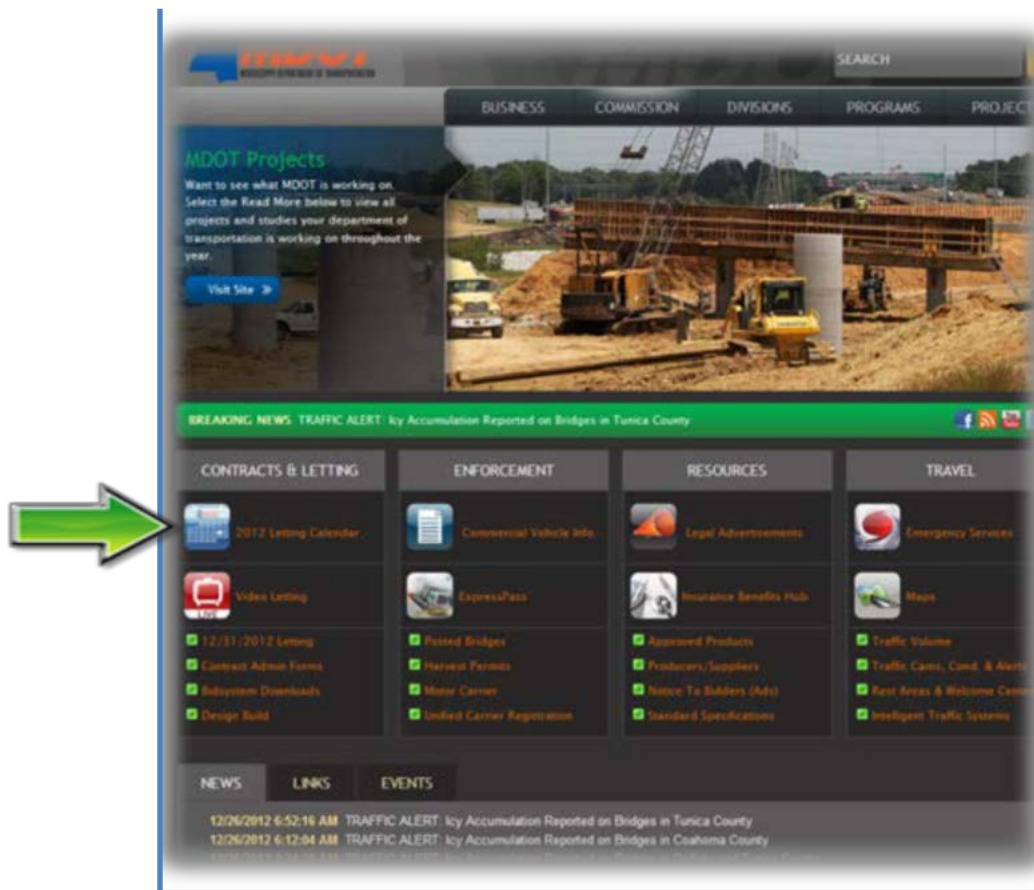
- First & Last Name (required)
- Request Date (5/22/2013)
- Organization Name (required)
- Title (required)
- Address (required)
- City (required)
- State (required)
- ZIP (required)
- Phone (required)
- Email (required)
- Organization Type (Construction Contractor)
- District
- Division

At the bottom right of the form are three buttons: Submit, Cancel, and Close.

2. An account will be created and the information will be emailed to the requestor and their MDOT Manager.
3. Using Internet Explorer 8x or higher, navigate to <http://gomdot.com> home page.
4. Follow the instructions below to access the electronic plans.

How to find your purchase

To find your purchases bought from ShopMDOT's web page, navigate to [GoMDOT](#) and select the Letting Calendar.



Next, click on the appropriate **Letting Date** link to see a list of all contracts advertised for that letting.

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

Home - Contract Administration - BidSystems - **BidSystems**

CONSTRUCTION CONTRACTS AND BEDDINGS
2012 LETTING CALENDAR

Downloads | Purchasing Instructions | Forms

Vendors List

MS UCP Listing of All Certified DBEs

** Active Month is highlighted in yellow. Checked Bid Results are the unofficial results. Bid Awards are the official results.

Letting Date	Type	Notice to Contractors	Range Letter	EBL File	EBL Addenda	All Proposal Holders	Petroleum Prices	As Read Bid Results	Checked Bid Results	Bid Award
January 24, 2012	Regular Letting									
January 26, 2012	Regular Letting									
January 27, 2012	Regular Letting									
February 24, 2012	Regular Letting									
February 23, 2012	Regular Letting									
February 26, 2012	Regular Letting									
February 24, 2012	Regular Letting									
August 28, 2012	Regular Letting									
September 04, 2012	Regular Letting									
September 25, 2012	Regular Letting									
October 23, 2012	Regular Letting									
November 27, 2012	Regular Letting									

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
101 North West Street, Jackson, Mississippi 39201
Telephone: 601-359-7001, Fax: 601-359-7081
Web: Online Submission Form

Melinda McGrath, P.E. - Executive Director
Mark McConnell - Deputy Executive Director, Chief Engineer
Lisa Hancock - Deputy Executive Director, Administrative Services

Powered by the Mississippi Department of Transportation

Links to the plan files in **ProjectWise** are located on the **Current Letting** page under the description of each 'Call #' in the current letting. To access the plan file, simply click on the appropriate 'Call #' link for that contract, *as shown*

MISSISSIPPI DEPARTMENT OF TRANSPORTATION

MDOT Home - Contract Administration - BidSystems - **BidSystems**

Current Letting Archives Letting Information Forms

Contracts Advertised for a Jan 22, 2013 letting. Click on a Call # to submit a question. Link to answers will post in Addenda column.
[Printing Instructions for downloaded Plans Files](#)

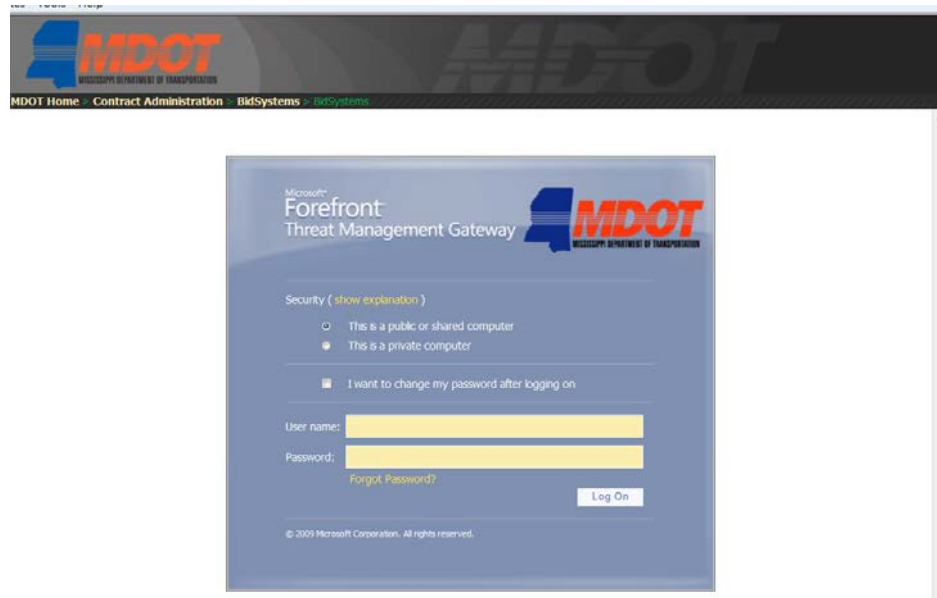
Call	Description	Proposal	EBS File	Proposal Addenda	EBS Amendment	Petroleum Prices	Bid List	Cadd Files	Plan Index	Bid Tabulations	Purchase Online
01	SMALL BUSINESS CONCERN PROJECT - Traffic Signal on US 90 at Bouslog Street, known as Federal Aid Project No. HSP-0003-01(185) / 106247301 in Hancock County. Call 01 Electronic Plans Project Completion: 10/31/2013			1	1						Buy Proposal Buy Plans
02	Construction of Gulf Coast Regional Office/First Responders' Building, known as State Project Nos. BWO-6208-24(001) / 502085301 & 302 in Harrison County. Call 02 Electronic Plans Project Completion: 11/20/2014			QandA							

01

SMALL BUSINESS CONCERN
PROJECT - Traffic Signal on US 90 at Bouslog Street, known as Federal Aid Project No. HSP-0003-01(185) / 106247301 in Hancock County.
[Call 01 Electronic Plans](#)
Project Completion: 10/31/2013

Please Note:

These links are available to the public; however, anyone that attempts to navigate to a link is presented with an MDOT Threat Management Gateway login screen. Only those that have been approved for access to ProjectWise and have purchased the Plans for that 'Call' will gain access to the digital files in ProjectWise.



The first time you log into the MDOT ProjectWise network you will have to set some options in Internet Explorer for the site to function properly. This portion of the guide will walk you through your first time of signing on to the Mississippi DOT ProjectWise server. First we need to be sure that all active-x control blocks are off on your office network.

There are two ways to add the ProjectWise Web server to your trusted sites list.

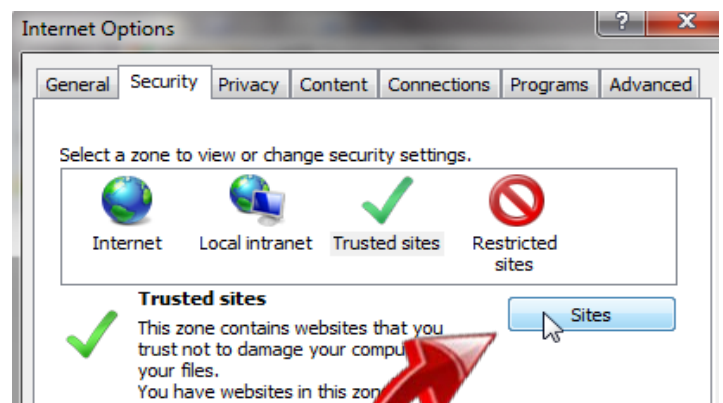
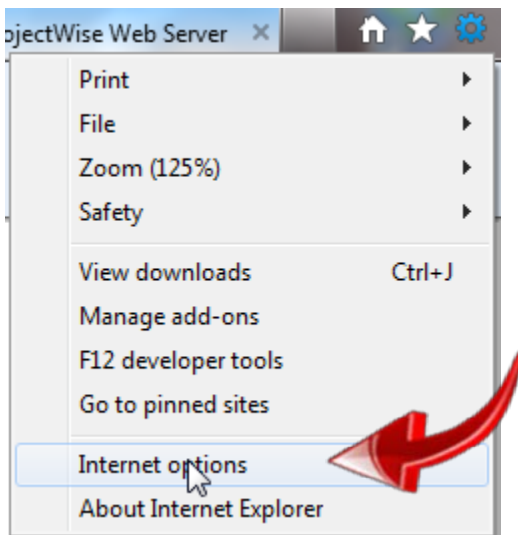
Adding ProjectWise To Trusted Sites

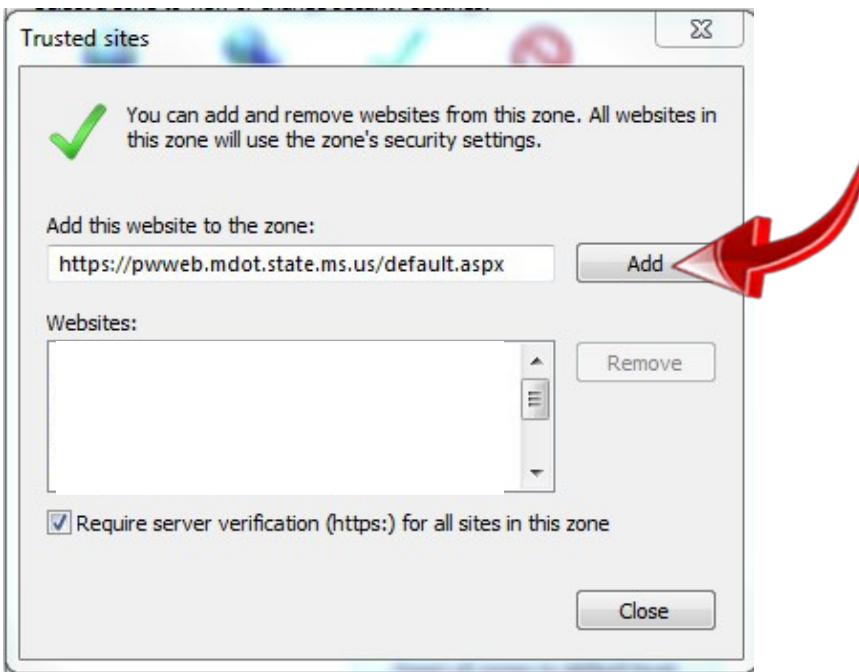
1. You can get to Step #3 by going to Control Panel> Internet Options



OR

2. When you arrive at the ProjectWise Webserver default page go to the **Tools** menu for the Internet Explorer and choose **Internet Options**.
3. Choose the **Security** tab>**Trusted sites**>**Sites** and add <https://pwweb.mdot.state.ms.us/default.aspx> to the list.





4. Once you have typed in the correct path Click Add then Close.

NOTE:

Be sure that your pop-blocker is turned off and all active-x controls are unblocked on your office network.

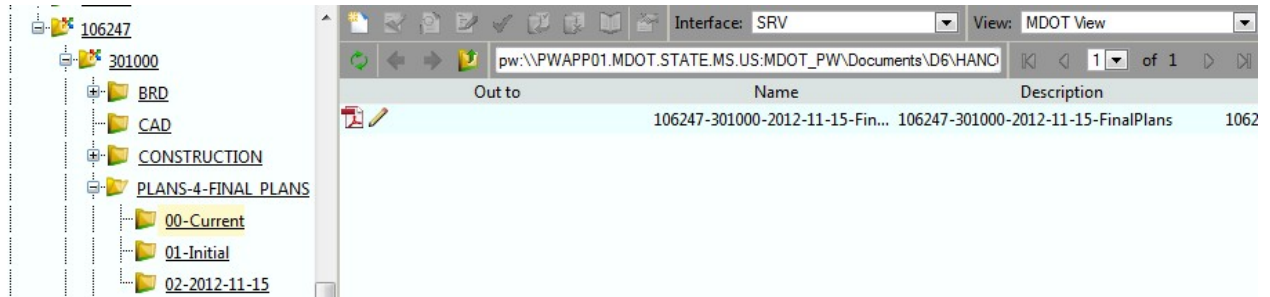
Troubleshooting:

If you are having issues with logging into the site try the following

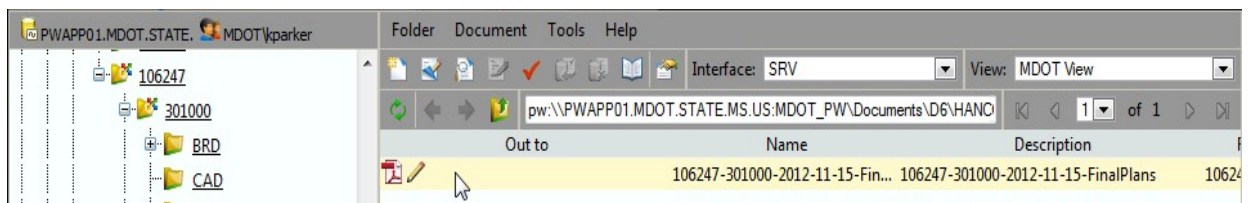
- 1) Uninstall all ProjectWise web components from your pc by going to Start>Control Panel>Programs and Features.
- 2) Once you have uninstalled the components from your PC, double check to be sure all active-x controls on your network are turned off.
- 3) Once you are sure that all active-x controls are turned off, check to be sure that your Internet Explorer pop-blocker is disabled.
- 4) Once you are sure of steps 1-3 are complete repeat the previous instructions.

Downloading the Documents

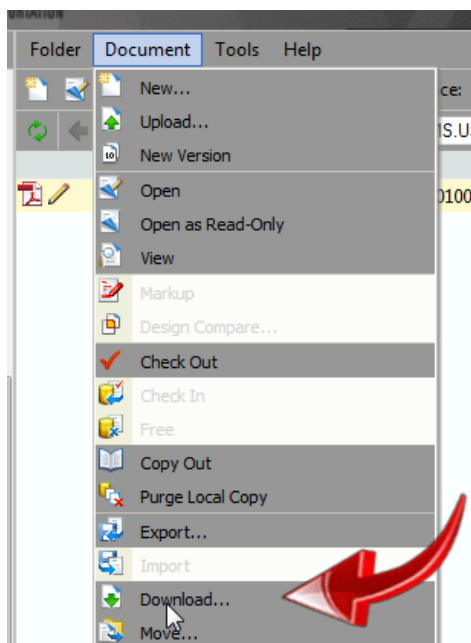
1. The Call # link will navigate the contractor to the location for the Final Plans for the desired project's PDF.



2. Highlight the Document



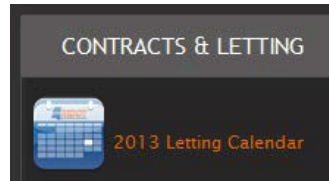
3. From the top menu choose Document>Download



4. Choose the directory to download the file to locally and click OK.
5. Using Windows Explorer, locate and open the file using Adobe reader.

Printing Plans

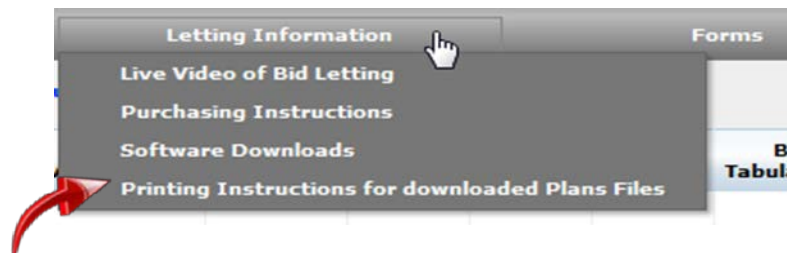
The contractor will find detailed instructions for printing scaled plots of the plans by choosing the “Letting Calendar” Link on gomdot.com



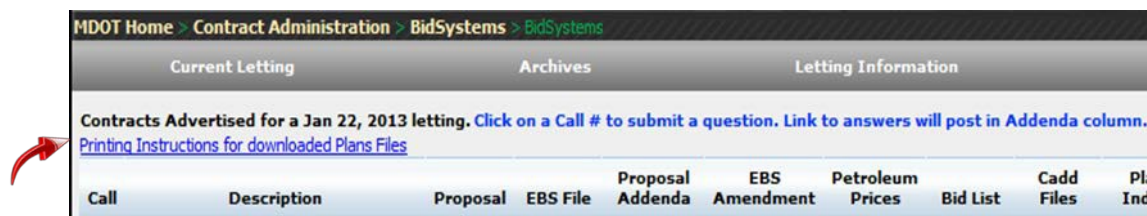
1. At the top of the BidSystem page they can be found here.



2. They can Also be found by choosing the Letting Information tool Menu



3. Another link is located on the Header of the BidSystem page.



ShopMDOT Changes

On ShopMDOT all everyone will see is the message/link below on the Plans page and the Plans Detail page when not logged in. This link is disabled until the user/contractor has been authenticated by logging into ShopMDOT. This will prevent ProjectWise access requests from users that don't have a ShopMDOT login.

This is currently on development.

<http://shopmdotdev/productsListPlans.aspx?StoreFrontId=1&CategoryID=2&CategoryIndex=1&StoreIndex=0>